

EXECUTIVE OFFICE OF THE PRESIDENT  
NATIONAL SECURITY COUNCIL  
WASHINGTON 25, D.C.

September 30, 1966

MEMORANDUM FOR THE NSC STAFF

SUBJECT: Overtime Payments

Directives from the President and the Bureau of the Budget require us to reduce overtime costs sharply and immediately. The NSC staff will work a standard 40-hour work week. Staff officers are responsible for adjusting their office schedules to take the best advantage of the 40-hour work week.

As of October 10, 1966, employees on the NSC payroll will be authorized payment for overtime in an amount up to, but not in excess of, eight (8) hours in a bi-weekly pay period. Overtime is to be limited to "crash" assignments. Overtime payment will not be authorized for after-hour office and telephone coverage.

This memorandum substitutes for my memorandum of September 24, 1966, on the same subject.

Bromley Smith  
Executive Secretary

NATIONAL SECURITY COUNCIL  
WASHINGTON, D.C. 20506

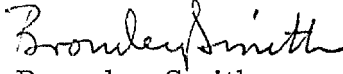
September 24, 1966

MEMORANDUM FOR THE NSC STAFF

SUBJECT: Overtime payments

Directives from the President and the Bureau of the Budget require that we take steps to reduce overtime costs sharply and immediately in the present fiscal year.

Effective Monday, September 26, 1966, payrolled employees of the NSC staff will not be paid overtime. Staff officers must make arrangements within their offices to schedule coverage of their office needs to take best advantage of the 40-hour workweek.

  
Bromley Smith  
Executive Secretary